Prince of Wales Island International School
BALIK PULAU

Parent Handbook



2026-2027

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WELCOME TO POWIIS BALIK PULAU

Dear POWIIS Parent,

If you are reading this handbook, you have chosen POWIIS as your partner in your child's educational journey. We are delighted and privileged to partner with you in this journey, and we look forward to sharing your joy in watching your child develop into a well-balanced, caring and successful individual, ready to step out into the wider world and make a positive difference.

Like any partnership, its success depends on mutual respect and effective communication. This handbook has been designed to provide you with a quick reference guide to how things work at POWIIS, who to talk to in a variety of situations and how best you can support your child through this demanding, challenging and, most of all, exciting period of their lives.

Together, we can help your child to fly.

Mrs Dinah Hawtree
Principal



Mission

As a vibrant internationally-minded community of life-long learners, we balance high academic standards with a wealth of opportunities. We celebrate success and we learn from failure; we nurture talent and potential, and we foster confidence and humility.
Through embracing our core values, we strive to contribute to a more sustainable and peaceful world.

Vision

An adventure for the mind and a home for the heart; where excellence, compassion and mutual respect unite to shape the leaders of a better tomorrow.

WELCOME TO POWIIS BALIK PULAU

Our Guiding Principles

High Quality Learning

At POWIIS we provide students with a range of challenging and enjoyable opportunities to develop deep understanding. High quality learning comes about through meaningful, rigorous and authentic experiences where the learner is guided and encouraged to be confident, reflective and dedicated.

Global Citizenship

At POWIIS we shape future change makers by considering multiple perspectives on contemporary issues. We empower our community to make informed decisions in favour of environmental integrity, economic viability and social justice. We engage, locally and globally, as proactive contributors to a more peaceful, tolerant and sustainable world.

Inclusion, Diversity, Equity and Anti-racism (IDEA)

At POWIIS we commit to providing an inclusive environment for our community. We respect, understand and celebrate the diversity of all, regardless of the characteristics with which they identify and we challenge stereotypes, bigotry and ignorance. This diversity strengthens us both as a community and as individuals.

Mental Health and Well-being

At POWIIS we commit to ensuring the positive emotional, psychological and social well-being of the whole community. We develop well balanced, resilient students, who show compassion and respect for others and develop positive self worth and self confidence. Every stakeholder feels able to communicate in a safe space and to seek support through challenging times.

Digital Citizenship

At POWIIS we develop our students' digital intelligence in order to safely navigate their increasingly technological landscape. We enable them to be analytical, kind and responsible citizens, who understand the permanence and impact of online content and are able to communicate effectively and with integrity in the digital world.

Intercultural Fluency

At POWIIS we develop lifelong, cross-cultural intelligence through a vibrant and internationally-minded educational experience. We encourage students to recognise, celebrate and continuously learn about, and from, different cultures. We nurture a commitment to cultural sensitivity and an understanding of human commonality.

WELCOME TO POWIIS BALIK PULAU

Affiliation and Accreditation

To provide an external guarantee of quality, the school is fully accredited by the Council of International Schools (CIS). This ensures an ongoing process of rigorous self-evaluation and continuing school improvement. CIS is one of the world's leading educational accreditation agencies and their standards for accreditation are designed to guarantee that a school is offering an international education of high quality. The CIS accreditation process operates on a 5 year cycle, involving surveys, self-review reports, evaluation visits and training. Parents are encouraged to take an active part in the accreditation process by completing surveys and attending meetings; please look out for information coming out regarding opportunities to get involved.

POWIIS is a member of the following school organisations:

1. The Federation of British International Schools in Asia (FOBISIA) - FOBISIA provides excellent opportunities for staff development and professional collaboration as well as student participation in academic, sporting, performing and creative events.
2. The Council of British International Schools (COBIS) - COBIS also provides a range of opportunities for staff development and student events.
3. The Association of International Schools in Malaysia (AIMS) - AIMS provides more local opportunities for staff and students to connect across Malaysia.
4. The Boarding Schools Association - BSA provides opportunities and links for staff development as well as support with safeguarding, wellbeing and development of students in boarding schools.



OUR LEADERSHIP TEAM



Dinah Hawtree
Principal



Elysia Ong
CEO of MTT Learning Academy Sdn Bhd



Wendy Clarke
Deputy Principal



Jennifer Blais
Deputy Principal



Peter Roberts
Deputy Principal

Who's who at POWIIS

- Key Stage 3 -



Virginie Galy
Head of Key Stage 3
v.galy@powiis.edu.my



Matt Paterson
Deputy Head of
Key Stage 3
m.paterson@powiis.edu.my

Form Tutor	Name	Email
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9LSA	Littly Sacker	l.sacker@powiis.edu.my

Who's who at POWIIS
- Key Stage 4 -



Sam Shadbolt

Head of Key Stage 4
s.shadbolt@powiis.edu.my



Poppy Ogilvie

Deputy Head of
Key Stage 4
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Who's who at POWIIS

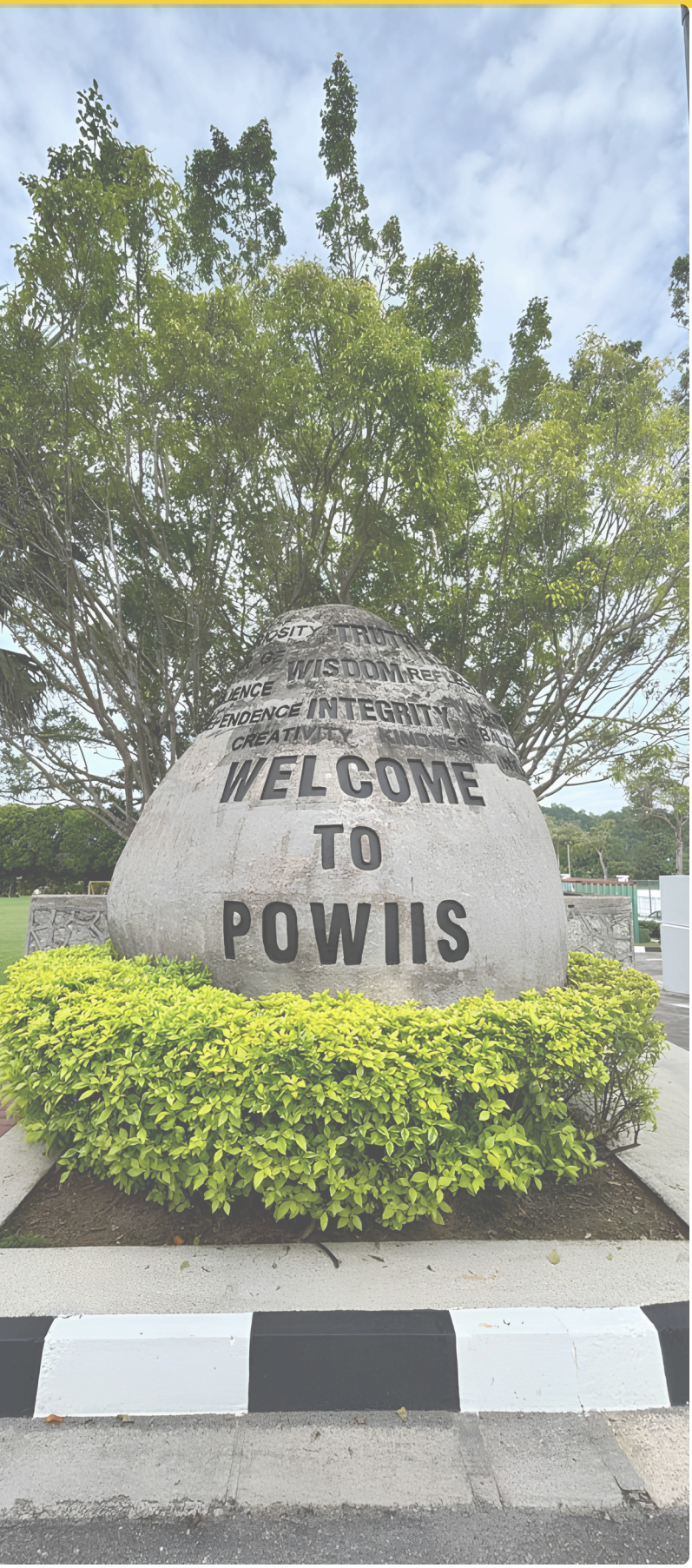
- Key Stage 5 -



Keigan Page
Head of Key Stage 5
k.page@powiis.edu.my

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13SAT	Salam Atallah	s.atallah@powiis.edu.my

WHO'S WHO AT POWIIS
- STUDENT SUPPORT TEAM -





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Weilin Lu

School Counsellor
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Mariia Mironova

Head of Girls' Boarding
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Matthew Eccles

Head of Boys' Boarding
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Eileen Robinson

International Boarding House Coordinator
e.hughes@powiis.edu.my

CALENDAR

Prince of Wales Island International School

Academic Year 2026-2027

August 2026

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2026

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2026

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2026

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2026

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2027

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2027

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2027

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School holiday
Public holiday (school closed)
Teacher training (school closed to students)

Version date: 9/7/2026

Date	Event or Holiday
Aug 13	**New Staff arrives in Malaysia**
Aug 13-14	SLT in school/New staff induction
Aug 15	**Withdrawal due date for end of Term 1**
Aug 18	**Fees due date Term 1**
Aug 17-20	**Staff training days**
Aug 21	New student induction day
Aug 24	School holiday
Aug 25	Prophet Muhammad's Birthday
Aug 26	**Term 1 Begins**
Aug 31	Merdeka Day Holiday
Sep 16	Malaysia Day Holiday
Oct 19-23	**Half term break**
Nov 08	Deepavali Holiday
Nov 09	Deepavali Holiday Replacement
Dec 01	**Withdrawal due date for end of Term 2**
Dec 11	**Term 1 ends @ lunch time/School closes**
Dec 25	Christmas Day Holiday
Dec 29	**Fees due date Term 2**
Jan 01	New Year's Day
Jan 04	**Teacher training day**
Jan 05	**Term 2 Begins / School opens**
Jan 22	Thaipusam Holiday
Feb 6-14	Chinese New Year Holiday / **Half term break**
Feb 24	Nuzul Al-Quran Holiday
Mar 10-12	Hari Raya Aidilfitri Holiday
Mar 15	**Withdrawal due date for end of Term 3**
Mar 26	Good Friday
Mar 28	Easter Sunday
Apr 16	**Term 2 ends @ lunch time/School closes**
Apr 27	**Fees due date Term 3**
May 01	Labour Day
May 03	**Term 3 Begins /School opens**
May 17	Hari Raya Haji Holiday
May 20	Wesak Day (School remains open)
Jun 06	Awal Muharram Holiday
Jun 07	Agong's Birthday/Awal Muharram replacement
Jul 06	**Term ends @ lunchtime/School closes**
Jul 07	Georgetown World Heritage City Day
Jul 10	Penang Governor's Birthday

Year 2027/28:
New staff arrives in Malaysia **Thurs 12 Aug**
Staff Training **Tues 17 Aug (3 days)**
School restarts for students **Fri 20 Aug (Induction Day)**

SCHOOL DAY
- SCHEDULE & REGISTRATION -

Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:00	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
08:10	Extended tutor/ Year activity		House activities		Extended tutor/ Year activity
08:20		TMP/TLP		Assembly	
08:40	1	1	1	1	1
09:30	2	2	2	2	2
10:20	Break	Break	Break	Break	Break
10:40	3	3	3	3	3
11:30	4	4	4	4	4
12:20	Lunch	Lunch	Lunch	Lunch	Lunch
13:10	5	5	5	5	POWIIS PROJECT
14:00	6	6	6	6	
14:50	End of day/break	End of day/break	End of day/break	End of day/break	End of day/break
15:00	Buses or ECAs	Buses or ECAs	Buses	Buses or ECAs	Buses
16:15	ECA buses	ECA buses		ECA buses	

The school day starts at 8.00am for all students. Your child should arrive at school between 7.45am and 8.00am via the main and rear entrances to the school.

Arrival times:
<7:30 - There are no staff on duty on campus before 7:30. Students who arrive before this time will not be able to access the campus and will wait at the guard house as the gate will not be open.
7:30-7:45 - Students arriving at this time will be allowed to enter the campus where they will need to wait sensibly in the library under the supervision of the duty officer who will monitor them. Sixth form students may proceed directly to the Sixth form centre.
>7:45 - Students can make their way to lockers and tutor rooms.

No students are allowed to access the school campus before these times. Teachers start their duties at 7.45am. At this time, students will be able to head to tutor rooms and lockers.

Registration

Morning registration is from 8am - 8:40am.

Late arrivals

Students who arrive after 8am must sign in at reception. The Student Services Officer will ensure that the student is registered on iSAMS.

Student absences

Parents must report their child's absence via the google form links below.

When a student returns after a period of absence, they must bring a note or medical certificate (for absences of more than 3 days) to the form tutor from home providing an explanation of their absence. If a student is marked absent without explanation, the Student Services Officer will phone the parents to follow up on the reason for the absence.

POWIIS Student Planned Absence Form

POWIIS Student Unplanned Absence Form

SCHOOL DAY
- DEVICE & EQUIPMENT -



Laptop

We recommend a laptop as a suitable device that covers all of the below requirements.

Operating System :
The minimum required operating system version for compatibility with educational software and security updates. For example, Windows 10 or later for Windows devices, or macOS 14 or later for Apple devices. Students are taught using Windows devices and the Google suite of tools; as such, Apple devices are supported but may face limited compatibility for some teaching tools.

Screen Size :
A minimum screen size of 11 inches

Memory (RAM) :
A minimum of 8GB RAM.

Connectivity :
Ensure devices have built-in Wi-Fi capabilities to access online resources and collaborate with peers and teachers.

Battery Life :
A minimum of 6 hours of active use or 8 hours of standby time.

Processing Power :
The minimum processor requirement to ensure devices can handle educational tasks smoothly. Minimum of dual-core processors for laptops. To access high-end graphics tools outside of school, a device with a quad-core processor using either i5 or i7 would be recommended.

Storage Capacity :
The minimum storage capacity to ensure students can save their work, install educational apps, and store multimedia content. A minimum of 256GB SSD is recommended.

Daily School Essentials Kit


Scissors


Highlighter pens


15cm ruler


Black Pen
(Exam Requirement)


Colour
Pencils

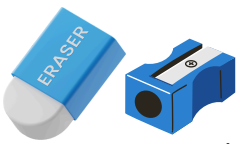

HB Pencils


0.5mm Fine
Line Pen


Compass &
Protector


Casio Classwiz
fx-570EX


Glue stick



Eraser & Sharpener

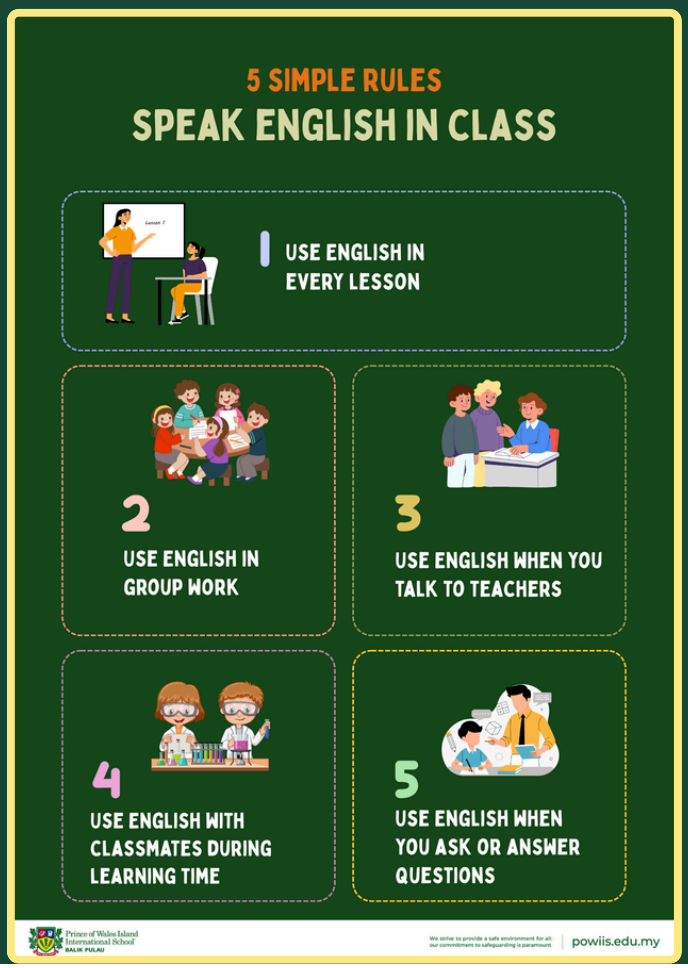
SCHOOL DAY
- THE USE OF ENGLISH -



Students at POWIIS are able to speak a wide range of languages other than English. Linguistic diversity is an enriching element in the life of the school but it can also be a source of division. English is the language that we all speak – the language of inclusion – and for this reason we must encourage all students to speak in English so as not to exclude others, both in the classroom and in free time.



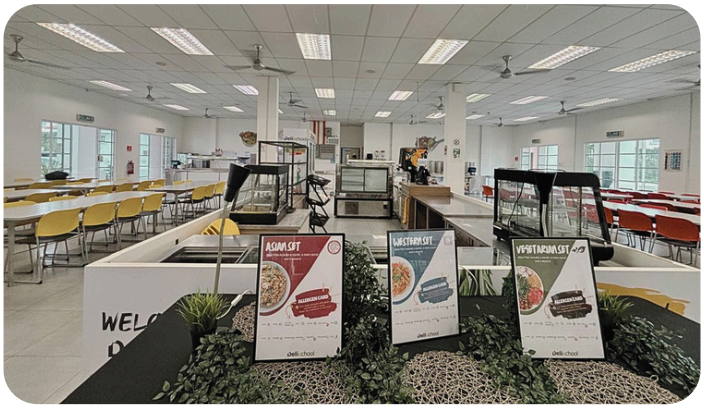
Think. Speak. Connect.
Use English Every Day at POWIIS!
Small conversations lead to big improvements. Every word counts!



SCHOOL DAY
- LUNCH & FOOD DELIVERY -

Our canteen offers a wide range of meals and students may either choose this service or bring a (pork and nut free) packed lunch. Students can sign up for the termly meal plan in the Vircle App, which includes a morning snack and lunch. Alternatively, students can purchase meals in the canteen using the Vircle Student ID Card.

Boarding students do not need to sign up for the termly meal plan as this has been included in their boarding fees.



Lunch Delivery

Food deliveries from external delivery services (e.g. Grab, Foodpanda) are not permitted during school hours (7:30am–3:30pm). Any food delivered through these services will be refused by security, and students will not be refunded the cost of their order.

Parents may deliver a home-prepared lunch for their child by leaving it on the designated table outside the guardhouse. Lunches should be clearly labelled and packed in a suitable lunch box or bag. Please take weather conditions and food safety into account when preparing and delivering food.

Students are not permitted to leave the school grounds to collect food or deliveries from outside the campus.

Sixth Form students may leave campus to purchase food during authorised off-site periods. Students who choose to do so are expected to remain off-site while eating before returning to school.











SCHOOL DAY
- TRANSPORT -



ECA/Late Buses

ECA buses are available for any students who are on a scheduled activity and leave the campus at 4:15. Should any additional ECA programmes, training, events or coaching be required, an additional bus will be put on for only those students involved. In this case, the teacher in charge will pass the list to the Student Services Officer.

Late Collection

Students not collected by 3:15pm, or by 4:15pm following an after-school activity, will be considered a late collection. Unless the school has been informed in advance, parents will be contacted to arrange collection or alternative transport.
Students who remain on site after 4:15pm without a supervised activity will wait at Reception until 4:30pm, or until the Student Services representative leaves for the day. After 4:30pm, students awaiting collection or transport home will wait at the security gate under the supervision of the security team.

Student Vehicle Guidelines

Senior students who hold a valid driving licence and have parental permission may drive to and from school. The school does not provide parking for students on campus.

Students who drive are expected to park legally, responsibly, and with consideration for our neighbours in Botanica. While travelling to and from school, students remain representatives of the school and are expected to behave safely and respectfully at all times. Any behaviour that brings the school into disrepute may result in disciplinary action.

The school considers travel by motorcycle to present an unacceptable level of risk and strongly discourages students from using motorcycles to travel to and from school.

The school bus service is operated by Mr Lee at LBK- lbkschoolbus@gmail.com. If parents wish for their child to take the school bus the transport booking form must be completed. For all arrangements and notification of changes to the normal collection routine please email to studentservices@powiis.edu.my. Please inform the school of such changes by 12 noon the day before the change is needed.

If your child is already registered on our school bus list you do not need to fill up this transport selection form; only new students are required to do this. This year, the bus registration will close on 14 August 2026, to allow time to potentially accommodate new pickup/drop-off points. Confirmed bus lists are sent out Friday 21 August 2026 and then at the beginning of each term.

If parents wish to withdraw their child from the school bus or change the pickup/drop off point, parents can send an email to studentservices@powiis.edu.my.
Parents/students who request a change to their transport arrangements late in the day inevitably cause delays to the whole bus system and this should be avoided unless absolutely necessary.

Student Driver Registration
Senior students who drive to school are required to complete a Student Driver Registration Form and submit it to a Deputy Principal for school records.

SCHOOL DAY
- TRANSPORT -

School Bus Price List & Locations 2026/2027

No	Locations	Departure from School: 3.05pm Per Term (RM)				
		Pick up time	Daily	2 Ways (Per Week)	Late Bus (Per trip)	Remarks
1	Minden Heights (Lebuh Minden 1)	6.50am	1650	900	45	Monitor
2	Minden Heights (Jalan Satu Rukun Tetangga)	6.55am	1650	900	45	Monitor
3	Bukit Gambir (The Palazzia & Plaza Ivory)	7.00am	1650	900	45	Monitor
4	Queensbay (Near Gold Coast)	6.40am	1650	900	45	Monitor
5	Queensbay (Q1 Entrance)	6.45am	1650	900	45	Monitor
6	Queensbay (In Front of Coffee Bean)	6.50am	1650	900	45	Monitor
7	Bukit Jambul (Metro Residence)	7.20am	1650	900	45	Monitor
8	E-gate (Opposite of Lotus Bus Stop)	6.50am	1750	1000	50	Monitor
9	The Light Collection 1	7.00am	1750	1000	50	Monitor
10	The Light Collection 2	7.05am	1750	1000	50	Monitor
11	The Cove (Guardhouse)	6.35am	1800	975	50	Monitor
12	The Tamarind (Guardhouse)	6.40am	1800	975	50	Monitor
13	Straits Quay (Main Entrance)	6.40am	1800	975	50	Monitor
14	Island Plaza (Smile Bay Dental) / City Junction	6.40am	1800	975	50	Monitor
15	Sunrise Gurney / Gurney Paragon	6.45am	1800	975	50	Monitor
16	Permai Garden (Guardhouse)	6.35am	1550	850	50	Monitor
17	Alila 2 (Guardhouse)	6.40am	1550	850	50	
18	Mira Residence (Guardhouse)	6.45am	1550	850	50	
19	Scotland Villas (Guardhouse)	6.30am	1550	850	50	
20	SCIPS	6.40am	1550	850	50	
21	CRC (Jalan Padang Victoria)	6.50am	1550	850	50	
22	Masjid Negeri Pulau Pinang	7.00am	1550	850	50	
23	City of Dreams	6.50am	1550	850	50	
24	Surin Condominium (Guardhouse)	7.05am	1550	850	50	
25	10 Island Resort	6.10am	1550	850	50	
26	Park Royal (Opposite Post Office)	7.20am	1550	850	50	
27	Icon City	6.20am	2050	1100	70	
28	Sunway Carnival Mall (Opposite the Entrance)	6.40am	2050	1100	70	

Prince of Wales Island International School
BALIK PULAU

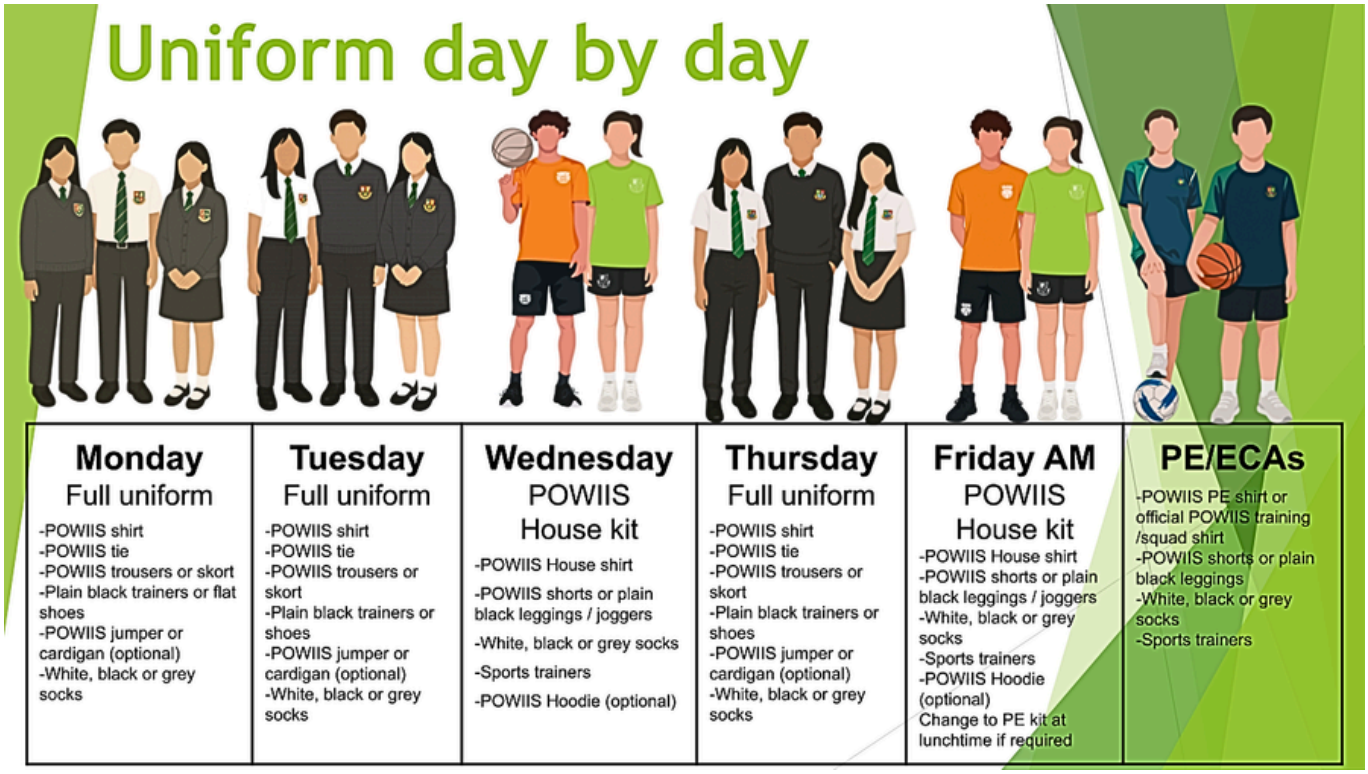
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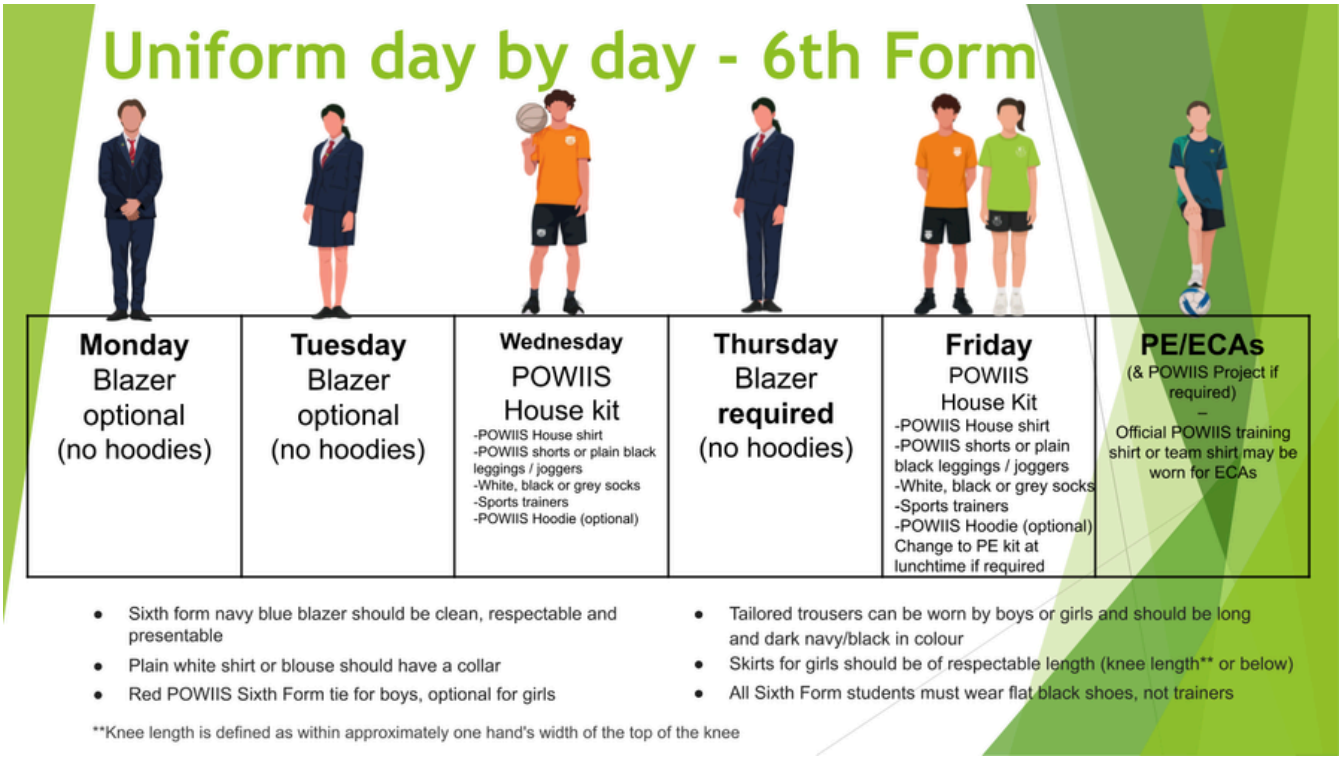
powiis.edu.my
/balik-pulau

SCHOOL DAY
- SCHOOL UNIFORM -

KEY STAGE 3 & 4



KEY STAGE 5



SCHOOL DAY
- SCHOOL UNIFORM -

UNIFORM PRICE LIST & SCHOOL SHOP



The school uniform shop is open to students during tutor time, break, lunch and after school. Students need to pay for items using their Vircle card. If parents are buying items from the uniform shop, they have the option of paying in cash or charging the item(s) to their child's school account. If parents wish to oversee the purchasing of uniform, they can contact j.chan@powiis.edu.my

Uniform advice: Due to the nature of school being a busy place, the following items and quantities are recommended.

- Shirts - Recommended 3
- Trousers/Skort - Recommended 3
- Jumper or Cardigan - optional
- Hoodie - optional
- House shirt - Minimum 1 (Recommended 2)
- PE Shirt - Minimum 1 (Recommended 2)
- PE Shorts - Minimum 1 (Recommended 2)

SCHOOL DAY
- ACTIVITIES -

ECA
Extra Curricular Activities

The Extra-Curricular Activity (ECA) Programme is an integral part of school life and all students are strongly encouraged to sign up. Upon signing up, students are expected to attend all sessions and should inform the person in charge if they can not attend. Competitive fixtures teams will primarily be selected from the ECA attendees to encourage good work ethic and reward the commitment. Activities take place after school Monday, Tuesday and Thursday. The options available are sent out in advance for students to sign up. School buses are provided after the activities which finish at 4.00pm.

In order to provide quality preparation for our different music ensembles/orchestra, drama groups and school sports teams, some sessions may finish at 5pm, in which case information will be shared with parents and students.

Communications are sent out to parents regarding sign-up for activities at the beginning of the first term and at the end of the first and second terms for terms 2 and 3. The students have the opportunity to make their selections and discuss with you before information is sent out detailing your child's activities. All ECA sign-ups are completed through the Epraise App.



POWIIS PROJECT

The POWIIS Project forms part of our global citizenship education curriculum and students are able to choose from a range of more than 24 projects, working with various organisations from around Penang, such as the Habitat Foundation, CEMACS and many more. Depending on the students' selections, they may travel off campus to undertake service education; this could be beach cleaning, trail making or dolphin spotting. As such, the teacher in charge will update students on the timings and location of the activity. The POWIIS Project takes place every Friday afternoon from 1:10-2:50pm. Students sign up using a google form and updates are posted on the google classroom for the project.



PIP
POWIIS Instrumental Programme

The POWIIS Instrumental Programme provides students with the opportunity to take individual or group instrumental lessons as part of their learning experience during the school day.
This programme is designed not only to nurture your child's overall musicality but also to support their journey toward mastery of a chosen instrument. Developing proficiency on an instrument helps students refine their musical ear, enhance cognitive abilities, and cultivate valuable life skills.

All lessons are delivered by highly qualified and experienced tutors who bring a wealth of expertise to the programme. Many of our tutors also perform professionally with orchestras, choirs, and ensembles across the region. In some cases, students demonstrating exceptional skill may be invited to perform with these groups, providing invaluable opportunities for artistic growth.

Lessons offered:
Vocal, violin, viola, cello, flute, oboe, clarinet, saxophone, bass guitar, acoustic/electric guitar, drumkit, classical piano and jazz piano.
Sign up via google form and this will be sent before start of each term.



School Platforms for Students & Parents

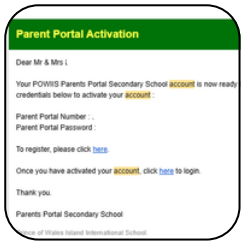
Parent Portal

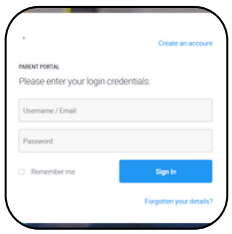
PARENT PORTAL

- Timetable
- Academic reports

Access the parent portal via www.powiis.edu.my

1. Receive the Parent Portal activation email.
2. Open the link in the email and set your password and log in.
3. View your child's timetable, reports, and attendance.









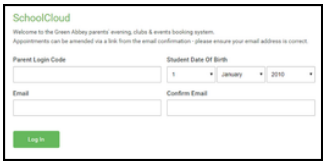
SchoolCloud

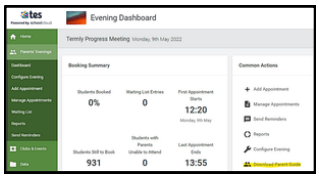
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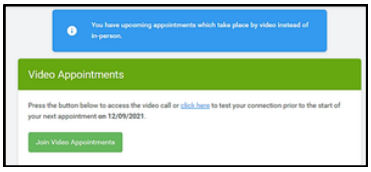
- Parents Teachers Consultation appointment

https://powiis.schoolcloud.co.uk/auth/parent

1. Login using the parental login code. Check your email for parental login code.
2. View the Parents' Evening, and manage your appointments.
3. *Online appointment - click the login link from the email confirmation that you will received on the day of video appointments.







ePraise

ePraise

- House Points
- Demerits
- ECAs selection

1. Download App and login with parent account.
2. View student House Points, Demerits and select student ECA choices.





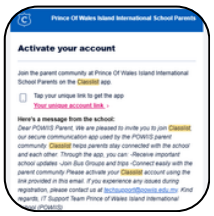


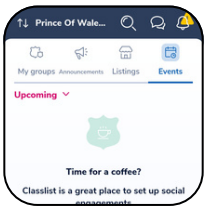
Classlist

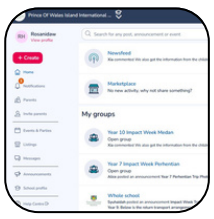
Classlist

- Daily buses updates
- School residential trips updates

1. Receive the Classlist invitation email. Download App & Register for an App User Account.
2. Receive daily bus updates and school residential trip updates.







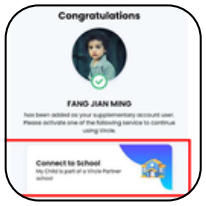
Vircle

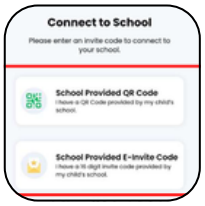
VIRCLE

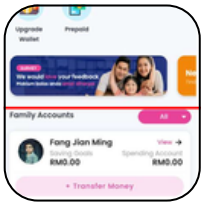
- Termly meal plan
- Canteen purchase

1. Download App & Register for an App User Account
2. Add Child and Connect to School
3. Top Up Parent eWallet









Parent Information & School Policy



Parent-School Communication

We intend communication to be as smooth as possible so that parents feel that they are a vital part of a learning partnership, no matter how far away from school they might be. We actively encourage and welcome parents to contact us as soon as possible if they have any queries or concerns relating to the school or their child.

The first contact for any concern or issue should be with the form tutor as they have the most regular contact and relationship with your child. Please refrain from escalating your communications directly to the Principal/leadership team - queries are almost always best dealt with by the person closest to your child (form tutor) and should the information/query need to be shared, or requires input from elsewhere, they will direct it to the appropriate person. With all communication, please allow 1 full working day for responses. Teachers will usually respond between 7:45am and 4:15pm Monday to Thursday and until 3:15pm on Fridays (Please take note that all teachers are delivering POWIIS Project sessions during Friday afternoons so responses will often be the next working day).

Assessment and Reporting to Parents

At POWIIS we believe in using assessment to raise learning standards throughout the school, enabling students to fulfil their potential. Everyone concerned with assessment – students, teachers, parents and school leaders - must have a clear understanding of the reasons for the assessment, what is being assessed, the criteria for success and the method by which the assessment is made.

Assessment is firmly embedded into our practice and is both summative and formative:

- Assessment of learning (summative assessment) provides a snapshot of what has been learned.
- Assessment for learning (formative assessment) informs the next stage of learning. It also involves students in the process of self improvement/self-assessment and peer assessment.
- Assessment procedures are ongoing and inclusive.

School Policy/Procedures/Other info

Parents can refer to our school policies, procedures & other info as follows:

- Safeguarding Handbook
- Attendance policy
- Behaviour policy
- ICT code of conduct for students
- School bus behaviour rules and agreement
- Student vehicle procedure
- Interrogation and Search Protocol
- Academic Honesty
- SEN policy
- Student well-being policy
- Anti-bullying procedure
- E-Safety guidelines
- Education Outside the Classroom policy
- Health and Safety policy
- Parent Concerns and Complaints Procedure
- Boarding policy
- Boarding Handbook
- Admission policy

School Visit

All visitors are required to report to the main entrance gate where they will be issued with a visitor's ID once they have read and accepted our safeguarding guidance. They will then be asked to wait in the reception area until they are collected by a member of staff or escorted directly to their appointment by a member of staff. These procedures also relate to parents who are visiting the school outside of the daily arrival and departure times.

Hours of operation

The Reception desk is situated in the main entrance foyer of the school.

- The desk is manned throughout the day (from 7:30 am to 4:30pm).
- The Admin Office can be contacted between the hours of 8am and 5pm from Monday to Friday.
- During the school holidays the office has restricted opening hours.

The School can be contacted by the following methods:

604 868 9999

studentservises@powiis.edu.my

Health, Medical Care & Parent Consent

School Nurse/Medical Centre

The School Nurse is on duty from 7:30am to 4:30pm Monday to Friday and Saturday from 9am to 1pm. The School Nurse is also available for home sporting fixtures, and attends to the injuries or accidents of any students who require attention, from POWIIS or from visiting schools. Furthermore, we have a well qualified first aid responder team throughout the school.

The School Nurse is covered by either a contract nurse or one of the Boarding Matrons if she is absent. Should you wish to contact the school nurse please do not hesitate to do so through the following email address: nurse@powiis.edu.my

Parent Consent & Medical History (Data Collection)

This General Parent Consent Form is required to ensure that the school holds accurate and up-to-date information for each student. The information provided enables the school to support students' wellbeing, safety, and medical needs, and to obtain the necessary permissions for participation in school trips, off-site activities, POWIIS Projects, and extracurricular programmes. Completion of this form is mandatory at the start of each academic year and helps the school provide appropriate care and respond effectively in the event of an emergency.

(Google Form)General Parent Consent Form 2026-27

(PDF version) General Parent Consent Form 2026-27

*for PDF version, once you completed the form please email to Ms Suhami at s.suhami@powiis.edu.my

The school provides accident insurance for students, which may cover eligible medical treatment following an accident or injury. Parents who wish to make use of the school's insurance must contact the school's HR Department **before** their child receives treatment or is admitted to hospital. HR will advise parents on the appropriate process and any documentation required.

Please note that if treatment is claimed through a parent's or family's personal medical insurance, the costs cannot subsequently be reimbursed through the school's insurance or by the school.

